

**BALLOT NAME CERTIFICATION  
GUIDELINES  
(Revised 08/08/01, per Act 799 and 1835 of 2001)**

The following guidelines have been developed by the office of the State Board of Election Commissioners in conjunction with the Secretary of State's office to assist candidates in completing the political practice pledge form and for the purpose of certifying the names and titles proposed to be used by candidates filing for office.

Any candidate with questions may contact Susie Stormes, Director of the State Board of Election Commissioners, at 501-682-1013 or 800-411-6996.

**Arkansas Code Annotated § 7-7-305. Printing of ballots - Form.**

(c)(1)(A) "Any person who shall file for any elective office in this state may use not more than three (3) given names, one (1) of which may be a nickname or any other word used for the purpose of identifying the person to the voters, and may add as a prefix to his or her name the title or an abbreviation of an elective public office the person currently holds.

(B) A person may only use the prefix "Judge", "Justice", or "Chief Justice" in an election for a judgeship if the person is currently serving in a judicial position to which the person has been elected.

(C) A nickname shall not include a professional or honorary title.

(2) The names and titles as proposed to be used by each candidate on the political practice pledge shall be reviewed no later than one (1) business day after the filing deadline by the State Board of Election Commissioners for state offices and by the county board of election commissioners for county, township, school, and municipal offices.

(3) The name of every candidate shall be printed on the ballot in the form as certified by either the state board or the county board.

(4) No candidate shall be permitted to change the form in which his or her name will be printed on the ballot after the deadline for filing the political practices pledge."

**Definition of "name" as referenced in Black's Law Dictionary:**

Name. "The designation of an individual person, or of a firm or corporation. A person's 'name' consists of one or more Christian or given names and one surname or family name. It is the distinctive characterization in words by which one is known and distinguished from others, and description, or abbreviation, is not the equivalent of a 'name'."

**For the purpose of certifying the names and titles proposed to be used by each candidate, a candidate is permitted to use:**

- **A maximum of three (3) "given" names**

- 1) One name may be a nickname, but not a professional or honorary title
- 2) A "middle" name shall be considered a "given" name

- **Initials**  
Initials are not considered "given" names and, therefore, **not** counted in the maximum of three (3) "given" names
- **Surname or Last name**  
Surnames or last names are not considered "given" names and, therefore, **not** counted in the maximum of three (3) "given" names
- **A Suffix**  
Suffixes (Jr., Sr., I, II, III) are not considered "given" names and, therefore, **not** counted in the maximum of three (3) "given" names
- **A Prefix**  
  - Nonjudicial**  
The title or an abbreviation of the title of an elective public office **currently held**
    - 1) State Senator, State Sen., Senator, Sen., State Representative, State Rep., Representative, Rep., Prosecuting Attorney
    - 2) **If running for U.S. Senate or U.S. Congress**, the title of the elective public office currently held must be specific, i.e., United States Senator, United States Sen., U.S. Senator, U.S. Sen., United States Representative, United States Rep., U.S. Representative, U.S. Rep., State Senator, State Sen., State Representative, State Rep., Congressman
  - Judicial**  
The title or an abbreviation of the title of the judicial position **currently held to which elected**
    - 1) Judge, Justice, Chief Justice

**For the purpose of certifying the names and titles proposed to be used by each candidate, a candidate is not permitted to use**

- **Professional or honorary titles**  
Professional or honorary titles (Ph.D., CPA, MD., Doctor, Dr., Reverend, Rev., Chief of Police, General, Lieutenant, Sergeant) are **not** acceptable

The office of the State Board of Election Commissioners will review the names and titles proposed to be used by each candidate. The Director of the State Board of Election Commissioners will administratively certify all proposed names and titles that comply with the statutory requirements of Arkansas Code Annotated § 7-7-305.

For those candidates whose proposed name and title do **not** comply with Arkansas Code Annotated § 7-7-305, the candidate will be contacted by the office of the State Board of Election Commissioners and offered the option to appear in person to file a revised political practice pledge form with the Secretary of State's office.

If the candidate does not wish to appear in person for the purpose of filing a revised political practice pledge form, a new form can be mailed to the candidate. **The Secretary of State's office will accept no faxes. The Secretary of State's office will accept no responsibility for political practice pledge forms sent by mail if not received and filed by the filing deadline.**

The State Board of Election Commissioners will meet as soon as possible after the filing deadline, but no later than one (1) business day after the filing deadline, to review those candidates whose proposed name and title do **not** comply with the statutory requirements of Arkansas Code Annotated § 7-7-305. The State Board of Election Commissioners will, at that time, determine the form in which the candidate's name will be printed on the ballot.

No candidate will be permitted to change the form in which his name will be printed on the ballot after the deadline for filing the political practice pledge.